July 2019

Beloved in Christ,

We are so pleased that you are considering a position as part of our community here at Grace Episcopal Church in St. Helena. Grace has undergone tremendous change over the last 25 years, evolving from a struggling, small-town church to a magnetic center of spiritual community in the Napa Valley, and growing over seven times larger in the process! As a result, Grace has transformation in its DNA— most churches shy away from change; this church asks, “What’s next?” and “How can we make it better?” There is no lack of enthusiasm here for the work involved in transformation and vitality, but we have come to a point where we need more intentional and focused staff support to create systems that support both our desire and our gifts for inviting and incorporating people into our community. We are seeking a Marketing and Communications Coordinator who can help us to continue in that process of growth and transformation.

The person we seek has demonstrated skill in electronic communications, and a willingness to learn as they go, both about church communications and about the Napa Valley community. We also seek someone who enjoys creating systems that allow volunteers to contribute as part of a team that does the work of marketing and communications more effectively. This work requires working with both staff and volunteers, taking initiative when needed but also working collaboratively and honoring the ideas of others. With a rector who has been here for not quite three years, and an assistant rector who has been here for eight months, our work is often oriented toward change and flexibility. Along with several other part-time employees, we have a wonderful time working together, and look forward to incorporating a new member onto the team.

We are open to some creativity in this arrangement; while some in-person work will be essential, part of the work may be done remotely. Grace is a vital and interesting church for someone engaged in ministry training of some kind, and both the rector and I would be open to mentoring a person who was looking for growth and experience in other areas of church ministry, in addition to this work.

There are a number of resources on Grace’s website to give you a better sense of us:

* The [Parish Profile](http://www.grace-episcopal.org/files/grace_episcopal_sthelena_ca_parish_profile_2015_final_1.pdf) for the rector search prepared in late 2015 still gives a good snapshot
* More recent conversations are captured in data from the fall 2017 [Gratitude Gatherings](http://www.grace-episcopal.org/files/grace_episcopal_strat_plan_gratitude_gathering_data_pptx_1.pdf)
* Recent [demographic data](http://www.grace-episcopal.org/files/grace_demographic_data_analysis_12_02_2017_2.pdf) on the area has been analyzed for the strategic planning process
* You can read [Grace’s History](http://www.grace-episcopal.org/brief-history)
* Don’t forget to check out our Facebook page!

Thank you for considering this work with us at Grace. If you wish to apply for this position, please send a cover letter and resume to The Rev. Anne Clarke at [revanne@grace-episcopal.org](mailto:revanne@grace-episcopal.org) with “Marketing and Communications Coordinator Application” in the subject line. Applications will be received until the position is filled.

Yours in Christ,

Rev. Anne